GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

GAD – Policy Unit – Implementation of e-Office in Secretariat Deptts/HoDs/Autonomous Organizations/District Offices – Receipt and dispatch of correspondence through e-office and official e-mails - Orders – Issued.

GENERAL ADMINISTRATION(PU-B) DEPARTMENT

G.O.Rt.No.2765

Dated:23-12-2022.
Read the following:

1. G.O.Ms.No.149, G.A(PU-A) Dept., dated: 18-10-2017.
2. G.O.Ms.No.190, G.A(PU-A) Dept., dt. 22-12-2017
3. G.O.P.No.1, G.A(PU-A) Dept., dated: 26-02-2018.
4. G.O.Ms.No.24, G.A(PU-B) Dept., dated: 20-02-2018.
5. G.O.Ms.No.154, G.A(PU-B) Dept., dt. 12-12-20218.
6. Govt.Cir.Memo.No.58022/7/2017-Secy-Poll-GAD, Dated: 27-03-2018.
7. G.O.Ms.No.9, G.A(PU-B) Dept., dt. 30-01-2019.

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O R D E R:-

Government introduced the e-Office system during the year 2015 to create a digital workplace streamlining workflow for both inter and intra Government processes and making them paperless, and made it mandatory for Secretariat Departments, HoDs/Autonomous Organizations, and all District Offices in the State. In the G.O. 4th read above, detailed instructions were issued on e-Tappal process. The detailed processing of dispatch of correspondences through e-office was mentioned at para (7) therein. In the references 5th and 7th read above, permanent e-mail addresses in respect of HoDs and Secretariat Departments were communicated.

2. Despite clear guidelines on implementation of e-Office, the Departments of Secretariat are sending various correspondences in physical mode. Further, the proposals are being received in Departments in physical format of conventional method even after 6 years of introduction of e-Office. Consequently, staff energy, resources, and time is being wasted due to unproductive scanning and other outdated procedures. There are complaints that certain proposals submitted by the HoDs including ACB are missing. In order to put to an end to these complaints and to implement the e-Office in true spirit, the following guidelines are issued for strict compliance:

I. E-Dispatch:

a) All the approved drafts of various correspondences (except G.Os) must be **digitally signed by the competent authority**, so as to enable the Section to send it to the concerned as indicated in the address entry through **'e-dispatch'** in e-office system.

The Section shall dispatch the approved drafts (except G.Os.,) to the concerned authorities through **e-dispatch system only**. Physical dispatch will not be entertained under any circumstances.

b) In respect of issue of Government Orders, the present system of generating G.O. numbers shall be followed, and after fair copying of the G.Os., with Nos., the signed scanned copies of G.Os., shall be dispatched to the concerned through Government official e-mails only.

II. E-Tappals:

a) All the proposals must be sent to Government by the HoDs/Autonomous Organizations, Collectorates, District Offices etc., in digital format (PDF) to the e-mail id of Inward and Outward Communication (IOC/Tappal) Section of the Department, through **e-dispatch of e-office system/** through official e-mail only. The proposals submitted in physical format will not be taken into consideration and the responsibility for delay in submitting the proposal in digital format lies with respective offices only.

(P.T.O)

b) All the proposals received in the Department, through official e-mail/e-dispatch, shall be converted as **e-receipts** by the concerned staff in IOC/Tappal & Dispatch Section and shall be sent to the concerned officers of the Department immediately.

c) The ACB and Vigilance & Enforcement Departments should also submit their Reports in digital format simultaneously to the APVC and also to the respective Secretary of Department concerned. The bulky physical report may also be forwarded to the Government in due course for reference.

d) All general correspondence must be sent to the Departments of Secretariat in digital format(PDF) through e-dispatch, to the official e-mail ID of Inward and Outward Communication (IOC)(Tappal & Dispatch) Sections of the Departments of Secretariat D.O. Letters and other important correspondences should be sent to the official e-mail Id of respective officer concerned.

3. For any other details, " The Handbook on e-office Implementation" developed by NIC may be referred. The soft copy of the hand book is available at https://gad.ap.gov.in/ under heading GAD Modules, HRMS.

4. All Departments of Secretariat/Heads of Departments and District Offices are hereby informed that no physical copy of dispatch of correspondences by Secretariat Departments and receipt of proposals to the Secretariat Departments by HoDs and all other offices is entertained w.e.f. 01-01-2023 except in the exceptional cases with the permission of the Secretary of the Department.

5. All the departments of Secretariat, Heads of Departments, Autonomous Organizations, Collectorates, District Offices etc., shall follow the above instructions scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR K S JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors in the State.
Copy to:
The Secretary to Govt., ITE&C Department.
All P.Ss., to Hon'ble Ministers.
All P.Ss., to Secretaries to Govt.
The O.S.D. to Chief Secretary to Government.
The PS to the Chief Secretary to Government.

//FORWARDED::BY ORDER//

SECTION OFFICER